



Kerrville Independent School District recognizes the importance of teachers, students and parents engaging, collaborating, learning and sharing in the digital environments as part of 21<sup>st</sup> century learning. To assist in this endeavor, we have developed the following strategies to provide direction when participating in online social media activities and accessing district technology resources.

## **Student Responsible Use Policy**

### **Personal Responsibility**

When you receive your password to access network and Internet resources, you are agreeing to follow the responsible use policy as well as reporting misuse. Misuse means any violation of this policy or any other use that has the effect of harming another person or their property.

### **Unauthorized Equipment Installation**

Personal or other purchased equipment not expressly authorized by the Information Technology Department or designee will not be installed on the network. Prohibited equipment is defined, but not limited to hubs, switches, routers, wireless access points, splitters, network printers, computers, gaming systems and portable media devices.

### **District Purpose and Use**

KISD Technology hardware and software, network, internet access and other technology-related items are provided to staff and students primarily for official business. Misuse can result in disciplinary action.

### **Computer and Software Usage**

District-supplied computer hardware will not have changes to the operation system or configuration completed unless done by a member of the Information Technology Department or designee.

Software will be used only in accordance with its license agreement. In addition to violating copyright law, unauthorized duplication of software is contrary to the District's standards of conduct. The District will not tolerate the use of any unauthorized copies of software or fonts in our school system. Users are expected not to give District software and fonts to out-of-the-district persons. All software used by the District on District-owned computers will be purchased through appropriate procedures.

### **Network and Internet Usage**

Students need to recognize that network and Internet access serves to provide them the opportunity to connect to alternative learning experiences outside the four-walled classroom. Access to these resources as part of Kerrville ISD means that each student represents Kerrville ISD to the rest of the world wide web. As such, students should avoid damaging the reputation of the school district.

Introduction or spreading of viruses, spyware, adware or malicious code for the tampering of the network or computer or circumventing system security is not tolerated and can result in disciplinary action.

### **Electronic Messaging**

Privacy is not assured in email, faxes, video mail or voice mail message, whether a password is used or not. The District may access student email at any time and especially if suspect for inappropriate use. Do not use messaging systems to distribute defamatory, obscene, offensive or harassing information.



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Students need to follow the guidelines for e-mail etiquette. It is your responsibility to archive any messages that you do not wish to be automatically deleted. E-mail and Internet access should not be overused or misused. No chain letters are allowed, as they waste everyone's time.

### **Information Security and Access**

All students are responsible for the activity performed with their personal user-IDs and passwords. Sharing of passwords and IDs or posting them for public access will cause problems with information security. Confidential information never should be sent over the Internet without the knowledge that it can be intercepted. Use extreme caution to ensure that the correct e-mail address is used for the intended recipient(s).

### **Prohibited Use**

Students are responsible for his/her actions and activities involving district resources on the network and for his/her computer files, passwords, and accounts. Prohibited Use includes, but is not limited to, the following:

- Any use that is illegal or in violation of the Student Code of Conduct including harassment; discriminatory or threatening communications; violation of copyright; etc.
- Any use involving materials that are obscene, pornographic, sexually explicit or suggestive.
- Any use for private financial gain, commercial or solicitation purposes.
- Any use as a forum for communicating by email or other medium to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization.
- Downloading or loading software or applications without permission from the Information Technology Department.
- Any malicious use or disruption of the District's computers, networks and Internet services or breach of security features.

### **Compensation for Losses, Costs and/or Damages**

Users shall be responsible for any losses, costs or damages incurred by the district in relation to violations of policy and/or these rules. The District assumes no responsibility for any unauthorized charges made by users, including but not limited to credit card charges, subscriptions, long-distance charges, equipment and line costs, or any illegal use of its computers in copyright violations. Therefore, the District will hold the user liable for the user's actions.

### **Social Media Guidelines**

Due to the wealth of social media tools available to students, student work and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in Kerrville ISD should adhere to when using social media tools in the classroom.

Be aware of what you post online. Social media venues are public and what you contribute leaves a digital footprint for all to see. Do not post anything that you would not want parents, friends, enemies, teachers or future employers to see.

1. Follow the school's Code of Conduct when writing online. It is acceptable to disagree with someone else's opinion; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is also inappropriate online.
2. Be safe online. Never give out personal information, including but not limited to, last names, phone numbers, addresses, birthdates, and pictures. **Do not share your password with anyone.**



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3. Linking to other websites that support your thoughts and ideas is recommended. However, be sure to select valid links that are appropriate for the school setting. Find resources that are educationally sound.
4. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste the works of others and call it your own work. When paraphrasing another's ideas, be sure to cite your source. It is a good practice to hyperlink to the sources you use.
5. Be aware that pictures you find on the web may be protected under copyright. Verify that you have permission to use the pictures or that its permissions fall under Creative Commons.
6. Represent yourself online as you do in the real world. Do not misrepresent yourself by using someone else's identity.
7. Blogs and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving their work.
8. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
9. Inappropriate language in online discussions, email, posts, comments, etc. will not be accepted.

Understand that when access to these resources is misused, then access may be revoked. We would like for you to learn to use social media tools for your benefit and for learning. If misused, your account may be suspended and there may be disciplinary consequences.

#### **Account Security and Safety**

It is the responsibility of the students to maintain the confidentiality of the student email and network access account information. Students should not share their usernames or passwords with others. Students should report any possible unauthorized use of their accounts to a campus email monitor, teacher, or district official immediately.

Cyberbullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately. Students will not use email to share personal information, such as full names, locations, family information, phone numbers, photos, etc.



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**Signature Page – Understanding & Agreement of Kerrville ISD Student Responsible Use Policy**

I want to use computers, mobile devices and the Internet. I understand that there are certain rules about what I should do online. I agree to the following rules:

1. I will not give my name, address, phone number, school or my teachers’/parents’ names, addresses, or phone numbers to anyone I meet on the Internet or through social networking sites.
2. I know there are scams online that I can avoid. Therefore, unless I am filling out a trusted form with my family’s permission, I will not give out my private or financial information.
3. I will not give out my login or password to anyone (even my best friends) other than my teacher or parents.
4. I will not send a picture of myself or others over the Internet or through a mobile device without my teachers’/parents’ permission.
5. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
6. I will immediately tell my teachers/parents if I see any offensive language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
7. I will never agree to meet with someone I talk to online without first checking with my teachers/parents. If my teachers/parents agree to the meeting, I will be sure that it will be in a public place and that an adult my parents know will be with me at all times.
8. I will not use any articles or stories or pictures that I find online and pretend they are my own. When I use, reference, or share someone else’s creative work online, I will give proper credit to the author or artist.
9. I will not use language that is offensive to others.
10. I will practice safe computing and check for viruses if I borrow a disk from someone.
11. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school’s policy.
12. I will model kind behavior online. I will not bully, humiliate, or upset anyone online or with my phone – whether through sharing photos, videos, or screenshots, spreading rumors or gossip, or setting up fake profiles.

I agree to the terms of the Responsible Use Policy for Students in the Kerrville Independent School District.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please sign and return to your campus along with other signature forms.**